



## North Carolina Department of Administration

Beverly Perdue, Governor  
Moses Carey, Jr., Secretary

Division of Purchase & Contract  
William Sam Byassee, State Purchasing Officer

### **MEMORANDUM**

TO: All Purchasing Officers at State Agencies, Institutions,  
Community Colleges and Universities

FROM: William Sam Byassee

SUBJECT: SEALED BIDS – DEADLINE

DATE: March 8, 2012

Each year we call to your attention the necessity of anticipating and submitting needs, which will require formal sealed bids before **fiscal** year end. This process is particularly important this year due to the Ariba Buyer upgrade that will go live in early July.

The legal and processing requirements for publicly advertised bids necessarily takes twenty to thirty days. Unusual requirements and those involving specifications work take longer. In addition, due to requirements of the upgrade, we will need to minimize the number of requisitions and purchase orders open at the time the new system goes live.

**THUS, ANY REQUISITIONS FOR ITEMS THAT MUST BE ADVERTISED FOR BIDS SHOULD BE SENT TO THE DIVISION OF PURCHASE AND CONTRACT AS SOON AS POSSIBLE, BUT NOT LATER THAN APRIL 15th.** If the requirements are for other than standard or off-the-shelf types of items, chances are they will not be received and invoiced before the end of the fiscal year. In fact, some items already awarded and under order may not be delivered for several weeks or months into the next fiscal year. Therefore, please process and complete the requisition and purchase order process as quickly as possible.

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116 West Jones Street  
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Analyze carefully your purchasing needs for the remainder of this fiscal year. Also, keep in mind that **WE ARE NOT PERMITTED TO BUY FROM OTHER THAN LOW BIDDER IF THE SOLE REASON FOR DOING SO IS TO OBTAIN DELIVERY AND PAYMENT PRIOR TO FISCAL YEAR END.** If you have questions about procurement needs or projected delivery times, please contact the appropriate purchaser in our office.

Your cooperation will enable us to do a better job of securing your requirements and will assist in your transition to the upgraded Ariba system.